

January 31, 1997

MEMORANDUM

TO: Associate and Assistant Deans
Department Chairpersons
Center Directors
College of Medicine

FROM: Floyd J. Malveaux, M.D., Ph.D.
Dean, College of Medicine

SUBJECT: Revised Guidelines for Submitting Applications to the College of Medicine for consideration by the College-wide Committee on Faculty Appointments, Promotions, and Tenure (APT) for: (1) Appointment and Promotion to the Rank of Associate Professor or Professor, (2) Tenure and (3) Probationary and Temporary Appointments

The College of Medicine (COM) follows the procedures for appointments, promotions, and tenure found in the **Howard University Faculty Handbook, 1993**. These procedures require that the College-wide Committee on Faculty Appointments, Promotions, and Tenure (APT) review all applications for appointment and reappointment to the faculty at all ranks, for promotion, and for tenure.

The following list details the required documents that must accompany all requests submitted to the College of Medicine for consideration by the College-wide APT Committee for appointment or promotion to the rank of associate professor or professor.

1. A letter from the department chairperson fully evaluating the candidate on the basis of the established criteria for appointment or promotion.
2. A letter from the department's APT Committee fully evaluating the candidate on the basis of the established criteria for appointment or promotion.
3. A complete and current Curriculum Vitae (C.V.) that separately lists publications, abstracts, and presentations.
4. Documentation of teaching experience and proficiency.
5. Copies of relevant and recent publications (peer-reviewed publications must be indicated).
6. Four letters from reviewers external to the university who are expert in the same discipline as the candidate. These should be addressed to the Departmental APT Committee (or its chairperson), not to the College-wide APT Committee. *If the candidate for appointment is being recommended for a faculty rank less than or equal to the rank held at his/her home institution, and if he/she is prominent in the medical community, a letter requesting waiver of the four letters of recommendation requirement may be written to the provost through the dean for consideration.*

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7. Evidence of grants, awards, certifications, and fellowships sought and received.
8. Evidence of participation in professional conferences, invited symposia, and invited seminars, especially those outside the university and those of national standing.
9. Evidence of involvement in reviewing manuscripts and grants, or other such works.
10. Evidence of participation in professional societies.
11. Evidence of service to the department, the College of Medicine, the hospital, the university and the community.

Applications for appointment and promotion must be submitted to the Office of the Dean in sets of ten (10) copies by the third Wednesday of the month for review by the College-wide APT Committee during the following month.

Applications for promotion must adhere to the schedule of deadline dates published by the Office of the Provost annually.

Faculty appointments in the College of Medicine at the instructor and/or assistant professor rank are classified as tenure track, clinical educator track, research track, or temporary. **All part time appointments are temporary.** Personnel Recommendations for appointments/reappointments at the instructor and/or assistant professor rank, temporary reappointments at all ranks and promotion to the rank of assistant professor must be accompanied by the following documents:

- Eight copies of the prescribed Faculty Justification Sheet.
- Letter of endorsement, plus four copies, from the chairperson of the department that includes reference to the appointment/reappointment type (tenure track, clinical educator track, research track, or temporary), full-time/part-time-status, and compensation status (salaried/WOC).
- Letter of endorsement, plus four copies, from the department's APT Committee that includes reference to the appointment/reappointment type (tenure track, clinical educator track, research track, or temporary), full-time/part-time status, and compensation status (salaried/WOC).
- Curriculum Vitae, 5 copies, updated and current.

Department chairpersons are reminded that faculty appointed in the tenure track category are required to achieve tenure within **seven (7) years**. Faculty evaluation to monitor readiness for promotion and tenure application must occur yearly. Faculty serving at the rank of assistant professor in the tenure track are encouraged to apply for promotion and tenure by the sixth year of the probationary period. Faculty may also apply for promotion and tenure in the final (seventh) year of the probationary period. Faculty whose seven (7) year probationary period has expired are not eligible to apply for tenure. Faculty with temporary appointments are not eligible for tenure.

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Please note that no clinical faculty member will be appointed or promoted who has not signed a Member Practice Agreement for full participation in the Howard University Faculty Practice Plan unless this requirement is waived by the dean.

Please refer to the **Faculty Handbook** for more information regarding faculty appointment and promotion procedures and eligibility for tenure. Reference should also be made to the Board of Trustees approved document describing the Clinical Educator Track and the Research Track.

It is the responsibility of the addressees to ensure wide distribution of this memorandum to the faculty in his/her unit.

Thank you for your usual cooperation.

FJM/pk